

## Jo Smith

123 High Street, Edinburgh, EH1 1AA, 01316504670  
[JoSmith@gmail.com](mailto:JoSmith@gmail.com) <http://ca.linkedin.com/pub/JoSmith>

### Education

**Current:** The University of Edinburgh – MA Economics 2013-2017  
**Past:** University of British Columbia – Business Management (140 credits) 2012-2013

### Current and Recent Experience

**Edinburgh University Trading and Investment Club (EUTIC) – Vice President** 2016-2017

- Senior committee role responsible for strategy and operations, with particular focus on weekly main meetings, society promotion, engagement with speakers and managing the public image of the club

**Edinburgh University Trading and Investment Club (EUTIC) - Secretary** 2015-2016

- Largest student run real money investment portfolio in the UK and Europe with over 500 members
- The first point of contact for new and existing members, in charge of administrative duties, the weekly newsletter, and designing the presentations for weekly meetings
- Responsible for the correspondence between the university and the society

**The Buchanan Institute - Communication Director** 2015-2016

- Scotland's first student-led think tank, won the 2015 Society of the Year award, 600+ members
- Manage a team to build a network of academics, think tanks, NGO to create opportunities for brainstorming and collaboration with Edinburgh students
- Responsible for goal setting, task delegation, and planning the first policy launch

**Edinburgh University Trading and Investment Club – Health Care Sector** 2014-2015

- Conducted a company analysis and stock pitch on Consort Medical to be bought by EUTIC panel

**Edinburgh AIESEC Outgoing Global Community Development Team** 2013-2015

- Coordinated external exchange opportunities for Edinburgh students
- Prepared exchange participants through the creation of info sessions, assessment centers and preparation conferences
- Promoted the Global Community Development Program through a marketing strategy that utilized online and in person campaigns

**Edinburgh University ENACTUS** 2014-2015

- Student-led social projects to inspire change in local communities
- 2014-2015 Soup and Homeless Project, 2014-2015 Women Social Entrepreneur Project
- Improved interpersonal and management skills through leadership role and working with beneficiaries

**Cystic Fibrosis Shinerama Director for UBC** 2014

- Lead a university-wide fundraising initiative for cystic fibrosis research
- One of four representatives chosen from British Columbia to attend the National Conference

**Vice President of Charity for UBC JDCWest** 2013-2014

- Worked with six Canadian charities to organize multiple fundraisers in the city of Kelowna
- Past: JDCWest UBC Debate Representative for the 2013 competition

### Other Experience

**AIESEC Environmental and Cultural Exchange, Bandung, Indonesia** July–September 2015

- Partnered with local nonprofits, universities, villages and junior high schools to raise environmental awareness
- Build hydroponic systems in schools, created and presented workshops on waste management, and worked with a team of 20 junior high students to build an innovative product for a recycling competition

**Intern at Red Door Studios, Hong Kong** May–July 2015

- Assisted the VP of Wellness at Lane Crawford to set up a brand new wellness studio
- Contributed in the development of a long-term business strategy, gained important insight into the creation of a startup business
- Responsible for the day to day marketing activities, drafted and wrote a press release kit
- Marketing tactics include but are not limited to: social media, digital marketing, reporting/campaign tracking, website development and events

**JP Morgan Spring Intern** April 2015

- Gained valuable insight into the various business areas of banking
- Passionate about a career in the fast moving, exciting and global industry of banking
- Prepared and presented a case study on Oil Future Trade with a team of 6, mentored by a JP Morgan professional

**Intern at Children's National Hospital Foundation, Washington DC** May–July 2014

- Worked with the Corporate Relations and the Communication Department
- Created an excel document of all the corporate sponsors for the 2014 fiscal year
- Conduct research and drafted an Event Planning Toolkit
- Attended and helped with Children's kickoffs and volunteer recruitment

**Canada Volunteer Abroad School Improvement Project, Granada, Nicaragua** June–July 2012

- Worked directly with students, teachers and principal to create a six weeks English teaching plan
- Led a team to paint and renovate classrooms to create an inviting learning space

**The Royal Conservatory of Music** September 2009–December 2010

- Taught piano and musical theory to students age ranging from 5-15, piano levels 3-10